Post Conversion Course Copy/ Course Content Instructions

Creating content for your courses takes time and thoughtful planning. If you teach multiple courses that use similar content, you may want to copy content items and folders between courses to save time. In the Ultra Course View (UCV), you can copy content from other courses you teach so you don't have to start with a blank slate.

You can choose to copy multiple pieces of content across your courses, including all content in a single course. Get started from the Course Content page.

This information also applies to organizations.

This document will provide instructions for:

- Copying content from Original Courses to Ultra Courses
- Copying content from other Ultra Courses
- Copying content from an Original Course to an Ultra Course (video)

Table of Contents

Copying from the Original Course View to Ultra Courses

In Blackboard Learn Ultra, you can copy entire courses and/or select individual items from your courses in the Original Course View. When copied into a course using the Ultra Course View, the content is converted.

On the Course Content page, select the plus sign to open the menu and select Copy Content. Or open the menu on the right side above the content list. Select Copy Items. The Copy Items panel opens.

The table below outlines how content types are converted from Original Course View into Ultra Course View. Items labeled N/A are not converted. These items can't be selected for copying or will be flagged as exceptions. When you copy content from an Original course to a course in Ultra Course View, you will be provided with a list of exceptions, or items that did not copy.

Original Course View Content Type	Converts Into	Full Course Copy	Individual Item Copy
Course Banner	Course Image	YES	NO
Course Menu Content Area	Folder	YES	YES
Course Menu Blank Page	Document	YES	YES
Course Menu Module Page	N/A	N/A	N/A
Course Menu Tool Link	N/A	N/A	N/A
Course Menu Course Link	N/A	N/A	N/A
Course Menu Subhead	N/A	N/A	N/A
Course Menu Divider	N/A	N/A	N/A
Item	Document	YES	YES
File	File	YES	YES
Audio	File	YES	YES

Original Course View Content Type	Converts Into	Full Course Copy	Individual Item Copy
Image	File	YES	YES
Video	File	YES	YES
Web Link	Web Link	YES	YES
Learning Module	Learning Module	YES	YES
Lesson Plan	Folder	YES	YES
Syllabus	N/A	N/A	N/A
Content Package (SCORM)	SCORM package	YES	YES
Content Folder	Folder	YES	YES
Blank Page	Document	YES	YES
Flickr Mashup	Web Link	YES	YES
Test	Test	YES	YES
Question Pool	Question Bank	YES	YES
Survey	N/A	N/A	N/A
Assignment	Assignment	YES	YES
Self and Peer Review	N/A	N/A	N/A
Blog	N/A	N/A	N/A
Journal	Journal	YES	YES
Wikis	N/A	N/A	N/A
Discussion Forum with "allow members to create new threads" selected.	Discussion	YES	NO
Discussion Forum with "allow members to create	Folder	YES	NO

Original Course View Content Type	Converts Into	Full Course Copy	Individual Item Copy
new threads" not selected.			
Discussion Threads within a Forum with "allow members to create new threads" not selected.	Discussion	YES	NO
Announcements	Announcements	YES	NO
Goals	Goals	YES	NO
Rubrics	Rubrics	YES	YES
Categories	Categories	YES	NO
Grading Schemas	Grading Schemas	YES	NO

Select Content to Copy

You can copy all the content, or selected individual items, from other courses you teach. On the Course Content page, select the plus sign to open the menu and select Copy Content. Or open the menu on the right side above the content list. This menu is represented by three dots. Select Copy Content. The Copy Content panel opens.

The Copy Content option isn't available for courses in Ultra preview mode. You can only copy content from other courses in the Ultra Course View. If you want to copy a course in Ultra preview mode, roll the conversion back to Original View or finalize the conversion to Ultra View.

Note: You can only copy content from an Ultra course to another Ultra course and content from an Original course to an Ultra course. However, you cannot copy content from and Ultra course into an Original course.

Attendance data isn't included when you copy a course into a new or existing course.

[More on attendance and copying content](#)
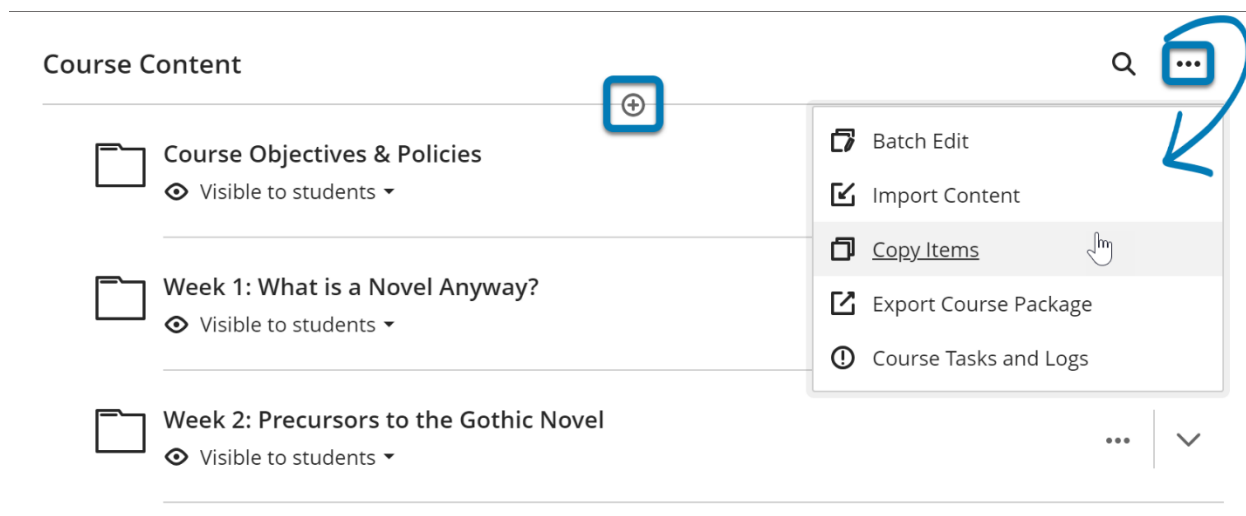
1. In the Copy Content panel, all your courses appear in the Your Courses and Organizations list. If you teach many courses, you can search to find courses by name or course ID.

2. Build your list of content to copy:

   - **Entire course copy.** Select a course's check box to copy all of its content into the current course.
   - **Copy selected course items.** Select a course's name to explore its content and select the check boxes next to the folders and items you want to copy.
   - **Combine items in multiple courses.** You can copy all content from one course and selected items from other courses as well. Use the Copy Content option to copy content from more than one course at a time.

3. In the Selected Items section at the bottom of the panel, select View All to review your selections and clear the check boxes next to any items you don't want to copy.

4. To return to the list of courses and organizations, select the X next to Selected Items in the black bar at the top of the panel.

Check boxes appear differently when you select entire courses or individual course items. A check mark shows you've selected the entire course for copy. A dash shows you've selected some pieces of content in a course. When you view the items in a course, select the book icon to open a menu to navigate back to your courses and organizations list.

Ready to copy?

After you finalize your selections, select **Start Copy**. Selected content and the copy action begins. Status indicators on the Course Content page show the progress. A success message appears when the action is completed. The copied content is added to the end of the content list.

Video - Copying Course Content from Learn Original to Learn Ultra

The following narrated video provides a visual and auditory representation of some of the information included on this page. For a detailed description of what is portrayed in the video, open the video on YouTube, navigate to More actions, and select "Show transcript".

Video: Copy course content from Learn Original to Learn Ultra shows an introduction on how to reuse Original course content for a Learn Ultra course.

Copying Content from other Ultra Courses

In Learn Ultra, you can copy entire courses and/or select individual items from other courses you're currently teaching or have taught in the past.

Copying an Entire Course

Step 1. On the Course Content page, select the three dot menu next to the search option on the Course Content page. Select Copy Items from the menu.
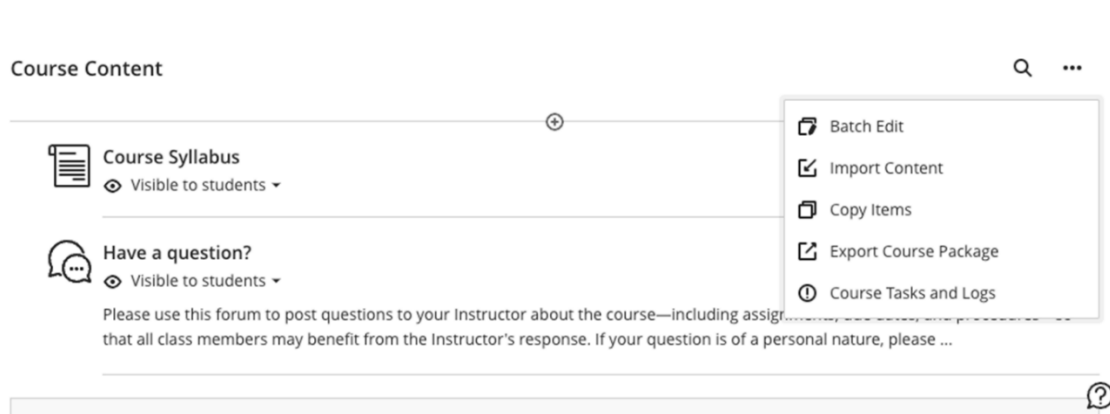
Step 2. Select the search bar to find a course by its name or ID. You can also search for Organizations by clicking on the Organizations tab.

Step 3. Select a checkbox next to the name of the course to do a full course copy.

Note: You can't do a full course copy from the course you're currently working in. Make sure you have navigated out of the course you wish to do a full course copy for before copying. When you perform a full course copy, all settings are preserved (including due dates, visibility states, and release conditions).

Step 4. Select Start Copy.

Note: Copies are a queued process. The spinner that displays at the bottom of the Course Content page is a validation check that loops every five seconds to see if the copy has finished. Once finished, the Course Content page will refresh, and the copied items will display at the bottom of your Course Content page. You do not need to stay on the Course Content page for the copy to be processed. Most copies complete within 25 seconds.

Copying Individual Course Items

Step 1. On the Course Content page, select the three dot menu next to the search option on the Course Content page. Select Copy Items from the menu.
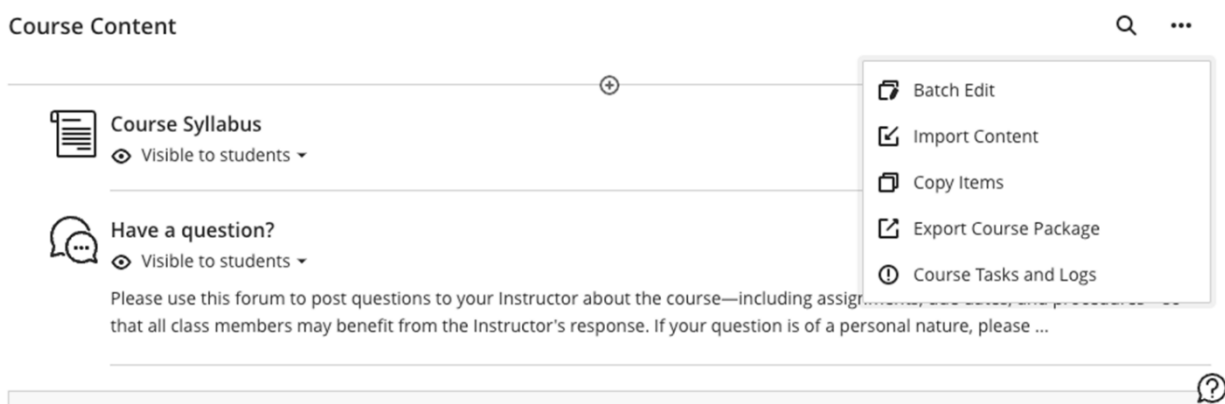
Step 2. Select the search bar to find a course by its name or ID. You can also search for Organizations by clicking on the Organizations tab.

Step 3. Select the name of a course to see its available items to copy. You should see the following categories:

- **Content:** Items that are listed on the Content tab for that course.
- **Discussions:** Items that are listed on the Discussions tab for that Course.
- **Question Banks:** All available Question Banks for that course.
- **Rubrics:** All available Rubrics for that course.

Step 4. Select a category to see available items for copy.

Step 5. Select the items you would like to copy.

Note: Course links inside of learning modules with forced sequencing can't be copied. This prevents users from navigating outside of the forced sequencing option. When a course link is copied, all associated content is also copied.

Step 6. Select Start Copy.

Note: Copies are a queued process. The spinner that displays at the bottom of the Course Content page is a validation check that loops every five seconds to see if the copy has finished. Once finished, the Course Content page will refresh, and the copied items will display at the bottom of your Course Content page. You do not need to stay on the Course Content page for the copy to be processed. Most copies complete within 25 seconds.

Issues and Exceptions Copying Content

If the system encounters problems with a content copy, an error report appears at the top of the Course Content page. Select View Exceptions to learn more about why the content failed to copy.

On the Exceptions Report panel, view exceptions by category. Select a category to see a list of items that weren't copied and a brief explanation. For some exceptions, you may need to manually create this item in your new course. For example, Surveys and Wikis aren't converted. For Surveys, you may want to replace with Google or Microsoft Forms. For Wikis, you may want to use a Microsoft or Google Integration for Collaboration use cases.

Visibility Settings in Content Copy

When you copy an entire course's content, the visibility settings are preserved when the content is added to the new course. For example, hidden content in the copied course is hidden in the course you copied it to. Content is set to Hidden from students if you copy individual items into your course.

Review all copied items to be sure students can see the content you want to show. You can use Batch Edit to update visibility all at once.

More on Batch Edit

Content Nesting and Flattening Logic in Ultra

Content nesting refers to how content items can be contained within other content items on the Course Content page. By default, courses in Ultra Course View support up to three levels of hierarchy on the Course Content page. For example, a folder within a folder is two levels. A folder within a folder within a learning module is an example of three levels. This is different

from the Original Course View, which had no restrictions on the number of levels that could be used. This change simplifies course structures to enhance student experience.

The flattening process refers to how items can move when copied, imported, or converted into Ultra courses. The process moves items with a depth greater than two to the lowest supported level in Ultra courses.

This can cause challenges when converting a course from the Original Course View to the Ultra Course View. Content at deeper levels gets moved to the lowest level supported in Ultra Course View. This can result in empty folders and difficult-to-find items at the lowest supported level. To prevent this:

- Learning Modules are always brought to the highest level on the Course Content page.
- Folders are brought to the highest level necessary to ensure that child items don't move.

This will help you organize moved content once a course is converted.